

City of South Bend
Administration & Finance Policy Manual



2.3.1 Cash Reserve Procedure

Effective: January 1, 2010

Purpose: This procedure defines the cash reserve practices for the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective January 1, 2010.

1.0 Procedure Statement

The City of South Bend has established the following cash reserve guidelines:

Fund	Fund Name	Cash Reserve Practice
101	General Fund	20% of annual operating expenditures
201	Parks & Recreation General	15% of annual operating expenditures
202	Motor Vehicle Highway	10% of annual operating expenditures
203	Parks & Recreation Non Reverting	15% of annual operating expenditures
251	Local Roads & Streets	10% of annual operating expenditures
288	EMS / Fire Capital	15% of annual operating expenditures
377	Professional Sports Development	10% of expenditures
401	Coveleski Stadium Capital	10% of expenditures
404	County Option Income Tax	20% of annual estimated revenue
405	Parks Non Reverting Capital	10% of expenditures
406	Cumulative Capital Development	10% of annual operating expenditures
407	Cumulative Capital Improvement	10% of annual operating expenditures
408	Economic Development Income Tax	10% of annual estimated revenue
416	Morris Performing Arts Center	5% of expenditures
600	Building Department	10% of expenditures
610/611	Solid Waste	5% of expenditures
620	Water Utility	2 months of operating expenditures
641	Sewage Works	2 months of operating expenditures